



# CITY OF EASTHAMPTON

## *Licensing Board*

50 Payson Avenue, Suite 115, Easthampton, MA 01027- 2263

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### **GUIDELINES FOR APPLYING FOR SPECIAL ONE DAY LICENSES**

#### **One-Day License**

- For a One Day Special Permit you must contact the Local Licensing Authority of the City the event is held in.
- The Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. The license is to be utilized for a single day.
- The Local Licensing Authorities cannot grant special licenses to:
  - a. any person for more than a total of 30 days per calendar year,
  - b. to any person that has an on premises license application pending before it,
  - c. any premises that has an alcoholic beverages license.
- The hours of operation for Special Alcoholic Beverage Licenses shall be between the hours of 11:00 a.m. to 11:00 p.m. Monday – Saturday and 12:00 noon to 11:00 p.m. pm Sunday, except in the case that the event is to be held at Nonotuck Park – the operating time shall then be at park closing.
- Certificates of Insurance of Insurance Binders are required with all Special Alcoholic Beverage License Applications. Insurance coverage shall include “host liquor liability” in the amount of not less than \$250,000.00 and shall be in the name of the applicant.
- Special Alcoholic Beverage Licenses shall not be utilized for more than three (3) days within one (1) week period. All Special Alcoholic Beverage Licenses shall expire seven (7) days from effective date. Special Alcoholic Beverage Licenses ARE NOT TRANSFERABLE to any other party.
- TIPS certification must be provided for any and all individuals that will serve alcohol at the specified event.

*Special Licensees must purchase alcoholic beverages from a licensed supplier. Special licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone.*

1. Contact the Easthampton Licensing Clerk, (529-1400 xt 470), to schedule a time to review your application.
  - Once you return your completed application to the Licensing Clerk, you will be scheduled to appear before the Easthampton Licensing Board for review of your application.
  - All applications must be received no later than the Thursday prior to the Licensing Board meeting they are required to attend. The Licensing Board meets the **first Monday** of each month. Please visit the City website for dates, times, and locations of the Licensing meetings: <https://easthamptonma.gov/government/city-meetings/month.calendar.html>
  - You should be prepared to answer any questions the Board may have about your proposed operation, e.g., controls for checking IDs, why you are applying for a license, etc.
2. If approved by the Local Licensing Authority (LLA), the application will be signed by the Licensing Board and given to the applicant – the Licensing Clerk will keep a copy for record keeping.
3. Other Information
  - The fees for licenses are annual (based on a calendar year).
  - If the applicant plans on serving foods of any kind pre-packaged, prepared, beverages, ice, etc.) please contact our Health Agent (413-529-1400 xt 430) to review any necessary licenses, permits, or inspections necessary.
  - You should also contact the Building Inspector (413-529-100 xt 402) for any necessary licenses or permits they may require and again, to ensure the use is allowed under current zoning bylaws.

### **WHY APPLICATIONS ARE DISAPPROVED BY THE LICENSING BOARD**

1. No check submitted
2. Forms not completed
3. Missing TIPS Certification
4. No Liquor Liability obtained
5. Applicant did not attend scheduled meeting

*Lindsi Mailler*  
*Licensing Clerk*